

# Metro Ethics Department

## Quarterly Activities Report



# Ethics Software

- Intend to upgrade administration system.
- Intend to license lobbyist software to County.

# Customer Code of Conduct

Coming forward in November to Board

Circulation to internal experts.

Circulated to GMs, Sector Councils, Unions  
& others.



# Training

## Contractor and Small Business Training:

Provided training to contractors at numerous pre-bid meetings. Two speeches at TBAC. Spoke at Procurement Dept. meeting.

## New Employee Orientation:

Provided every Monday morning for all new employees, including new bus and rail operators.



# Training

## Management Orientation:

Provided two classes with the Law Department on ethics for new managers.

## MCLE Training

Completed at least 3 classes for agency counsel.

## Sponsorship Committee:

Completed orientation of members.



# Training

## Division Training:

Conducted visits with all bus transportation and maintenance personnel on first two shifts.

Visits with first two shifts of rail division personnel completed.

## Training Council:

Participate in Agency wide committee on employee training.

# Upcoming Training

## AB 1234 Ethics Training:

Several new Sector Council Members will be offered training by year end.

Working with County Counsel to evaluate possibility of joint development of audio/video on-line training.

# Ethics Awareness Survey

- 700 surveys were completed by employees at USG, 818 Building & Divisions.
- Excellent knowledge (80% - 100%) re: gifts, honesty in the workplace & use of Metro resources.
- Good knowledge (60% - 70%) of conflict of interest & outside/post employment.
- Employees are less well informed about honoraria





# Statement of Economic Interest – Form 700s

- Completed processing approximately 1,200 filers.
- Few outstanding forms due to leaves of absence or similar issues.
- Update our web site with latest forms & attended the FPPC 2007 Filing Officer orientation.
- Biennial Certification obtained for Conflict of Interest Code.



# Lobbyist Registration

- Processed 500 registered lobbyist in January 2007 resulting in \$14,340.00 income to the general fund.
- 30 new lobbyists registered and 37 terminated in first half 2007.
- Disseminated lobbyist registration information to contractors at the April 2007 Vendor Faire .
- Disseminated memo to management.

# Ethics Advice

- Ethics advice provided in response to inquiries on topics such as gifts, conflicts of interest and travel reimbursements.
- Provided support to Procurement on numerous bids/proposals to ensure integrity of process and minimize successful protests of awards.
- Board support was provided as required for both Expo and Metro board meetings.

# Summary

- Completed the Fiscal Year 2007 within budget.
- Training goals and outreach efforts to the rail and bus operating divisions were met.

